



AFT Membership Card –FAQs for Affiliates

AFT members may enjoy the benefits of membership by using their membership card information to create their personal account access to AFT + benefits, AFT Advantage retail discounts, online registration for AFT meetings and conferences, and various other online resources at www.aft.org/members.



Q-1: Who gets the AFT membership card bearing the name of your local?

A-1: Membership cards are mailed to all members of your local who are in good standing and are in at least one of the following dues categories:

- Full
- Half
- Quarter
- Eighth
- Retired
- Two-Thirds (Connecticut only)

In addition, local staff members are eligible to receive the card and are entitled to the same benefits enjoyed by AFT members. Staff names must be in the AFT's database. There are no dues, fees or charges for this benefit.

Q-2: When are cards processed for new members?

A-2: The AFT automatically scans its membership database around the 15th of each month for the purpose of issuing membership cards to new members. New member records reported to AFT since the previous month's membership card production run will automatically be selected for processing. Cards are mailed directly to members' homes address information on file.

Q-3: There is no visible expiration date on the card. What is the process for invalidating the card of a person who is no longer a member?

A-3: When a member or staff person's status changes from "active" to "inactive" (no longer a member or local staff person), this information should be immediately updated in the AFT database. You may report this information through your usual method of reporting membership or, access and update the Membership List gadget in AFT Toolkit Workspace at <https://Toolkit.aft.org>. Doing so will ensure that only eligible members get access to benefits, AFT publications and information intended for AFT members only. Please note that members who retire¹ while in good standing in the union are eligible to retain their active membership status and card for life.



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Q-4: How should we handle members who retire¹ while a member in good standing?

A-4: Members who retire while in good standing in their local union are eligible for lifetime membership status. This allows retirees to continue to have access to their membership card and enjoy the same benefits offered to members. To ensure retiring members continue to have access to benefits, their status should remain active, and their dues category changed from the current dues category to "Retiree". There are no national dues or fees for remaining a lifetime member.

Q-5: A member of my local has not received a card. How can my local help?

A-5: The president, treasurer or authorized staff of your local may log on at <https://Toolkit.aft.org> and access the Membership List gadget. There you can access any member's record to request that a card be mailed to them. You can also view the status of the card request, including the date when the card was actually mailed. For assistance with this feature please contact AFT membership at 800/-238-1133, ext. 3421.

Q-6: Are there other ways members may request a card?

A-6: Yes. Members may request that a card be mailed to them online by logging on at www.aft.org/members and selecting "Membership Department" link under "Contact Us". The form displayed should be completed and in the dropdown box select, "**I need a replacement membership card.**" A valid home and e-mail address must be provided. The local's name or number is required, but the individual's membership number is optional.

Q-7: If a member does not have access to a computer or the Internet, how can they request a card?

A-7: Members without computer access or who do not wish to use the Internet should contact their local union. See additional information above on how your local can help.

Q-8: Can a member request a replacement card from his or her personal online account?

A-8: Yes. Members may do so by selecting "Request Replacement Membership Card" link under "Your AFT Account Information,". They should verify that their mailing and e-mail address information displayed is correct. A card will be mailed to the home address on file within three weeks of the request. **NOTE:** When appropriate, your local union may provide members with their unique ID number for creating their personal account online.

Q-9: What if a member needs proof of membership immediately?

A-9: Members who have already created their account at www.aft.org/members may print a temporary proof-of-membership card directly from their account. Select "Your AFT Account Information," and then, "Print Temporary Membership Card." Adobe Reader is required for printing.



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Q-10: How can my local help members find their AFT membership ID number?

A-10: Local officers and/or authorized local staff may log on to AFT Toolkit Workspace at <https://toolkit.aft.org> to access member ID numbers.

Q-11: My local uses AFT membership suite to update our membership data. Can I access membership IDs from this software?

A-11: Yes. Membership suite users may access the custom reports to gain access to member ID numbers. For assistance with this feature contact AFT SASDesk at 800-238-1133, ext. 4504.

Q-12: How do members validate their new membership card?

A-12: There are two ways to validate the AFT membership card: (1) Go to www.aft.org/members using the AFT membership ID number on the card to create a personal account and get access to AFT benefits; or (2) Call 888/238-5646 and select option 1.

Q-13: Why should members validate their card?

A-13: AFT would like to urge all affiliates to encourage members to validate their card. Validating the membership card grants members access to AFT benefits and other useful resources online, while providing a forum for members to keep their contact information current with the union. Members may update their personal profile and e-mail information which will immediately be captured in their membership record. Affiliates gain the benefit of current member contact information.

Q-14: In addition to getting access to benefits, what else can members do on the members-only website?

A-14: Members can accomplish the following (all through a secure server):

- Update their profiles, which also updates their membership records on file with the AFT;
- Register for an AFT meeting or conference;
- Print a temporary proof-of-membership card;
- Request a new membership card;
- Access various retail discounts and services; and
- Access other resources and information.

Q-15: How do we report our staff information to the AFT?

A-15: Staff information may be reported to the AFT using your normal membership reporting tool. Affiliates may also report and update staff information by logging on to <https://toolkit.aft.org> and accessing the "Affiliate officers and staff" gadget.



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Q-16: What information is required to update affiliate staff in the AFT database?

A-16: Staff name, title, and e-mail address are all that's required. Home address for staff is not necessary since the affiliate's address will be used for mailing of their membership card and other communications.

Q-17: Once affiliate staff is reported in the AFT database, is there anything else we need to do to maintain these records?

A-17: No, not unless there is a change in staff or in the staff information previously reported. It is the responsibility of each affiliate to keep staff information current.

Q-18: Is there anything an affiliate needs to do to request membership cards for staff?

A-18: No. Once you have added new staff to our database, membership cards will be mailed to the local office address on file with the AFT.

Q-19: How can affiliate staff access and participate in AFT + member benefits programs?

A-19: Using the unique AFT membership ID number found on their membership cards, staff may log on to the AFT members-only website at www.aft.org/members to participate in or view available benefits.

Q-20: What benefits come with the card?

A-20: All AFT members and affiliate staff have exclusive online access to AFT + member benefits programs, which include voluntary insurance plans, credit card programs and mortgage services, as well as hotel, car rental and entertainment offerings. Members and affiliate staff can participate in the AFT Advantage, a program that gives members online discounts and privileges at a wide variety of retailers, restaurants and local merchants.

Q-21: If a member's name is spelled incorrectly on the membership card, what should he or she do to correct this information?

A-21: For security purposes, a member is not permitted to make changes or corrections to his or her name online. The member should contact the local union office with the change and the local union should report the change in their usual membership update process.

Q-22: How does a member report an address change?



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A-22: Members may report address or contact information changes to the local union or by accessing their account online at www.aft.org/members. Once logged in, select “My Account” to update address and contact information. **This information will automatically update the AFT membership database.**

Q-23: If a member changes his or her address, will this trigger a new membership card being sent?

A-23: No, a change in address will not trigger a new card being sent.

Q-24: If a member is reinstated and his or her membership status is changed from inactive to active, does this automatically trigger a membership card being mailed?

A-24: Maybe. Members reinstated after January 2010 will receive a membership card only if they did not previously receive one when the new AFT membership cards were rolled out beginning in January 2010 (i.e., cards without visible expiration dates). However, a new card may be requested by the local union if needed by accessing the AFT Toolkit Workspace located at <https://toolkit.aft.org>.

For example: In the case where a member was issued a membership card after January 2010, subsequently left the union, then returned to active status, a membership card will not be automatically generated. Returning members’ membership ID number should remain the same as when they were previously a member by accessing the member’s record and changing their status from “inactive” to “active”. A new record should NOT be created for the returning member. However, a replacement card may be requested as mentioned above.